STATE OF CALIFORNIA
Department of Alcohol and Drug Programs

<u>AUTOMATED</u>
Claiming Procedures

for the

Drug Medi-Cal (DMC) Billing System
Eligibility Worksheet & Invoice
ADP 1584/ADP 1592

*COUNTY/DIRECT CONTRACT
DISKETTE*

USER INSTRUCTIONS

April 15, 1999

I N D E X

MINIMUM HARDWARE/SOFTWARE SPECIFICATIONS

Personal Computer:

* **Hardware:**

   - **IBM Compatible 486 or above**

   - **8 megabytes memory**

   - **13 megabyte available hard disk space**

   - **Video Monitor (VGA or higher resolution)**

   - **Mouse (recommended)**

   - **Windows compatible printer (Laser recommended)**

* **Software:**

   - **Windows 3.1 or later**

   - **Paradox runtime version 7.0 (ADP supplies)**

   - **Paradox runtime billing program (ADP supplies)**

INSTALLATION OF PARADOX 7 RUNTIME DISKETTE

1.   Insert the Paradox 7 Runtime Diskette #1 into appropriate drive.

2.   Go to the WINDOWS Program Manager:
   *   Choose *File* from the menu across the top of screen;
   *   Choose *Run* from the options available under *File*;
   *   Type *a:\install* or *b:\install* on the Command Line (dependent upon the drive into which the diskette was inserted) and click **OK** or press *Enter*;

2.   You will be prompted to enter your *Name*, press *Tab*, and enter your *Company*. Complete this information and click on *Continue* or press *Enter*. **(Use the Tab Key to move through the fields).**

3.   Click on *Continue* or press *Enter* to the next two questions regarding directories to store information.

4.   You will be informed   *You are now ready to install...* . Click on *Install* or press *Enter*.

5.   A car speedometer will appear and will show the percent of completion of the installation throughout the process.

6.   You will be prompted to *Insert Disk 2*. Insert the Diskette and click on *OK* or press *Enter*. Again, you will be prompted to *Insert Disk 3*. Insert the Diskette and click on *OK* or hit *Enter*.

7.   You will be informed   *Install can now create a Runtime Manager Group...* . Click on *Continue* or press *Enter*.

8.   You will be informed   *You can now read the Read Me File...* . Click on *Continue* or press *Enter*. After you have read the   **Read Me**   File, click on *File* from the menu across the top of the screen and click on *Exit*.

9.   You will be informed   *Runtime is Now Installed* . The Program Groups Icon is   *Runtime*   and the Program Item Icons read   *Runtime* ,   *Readme File* , and   *IDAPI Configuration Utility* . You can minimize the Group by clicking on the *Down Arrow* on the right-hand corner of the Group window. Close Runtime by clicking on the upper left box and selecting *Close*.

INSTALLATION OF PARADOX ADP 1584 COUNTY/DIRECT PROVIDER DISKETTE

NOTE: You will need at least **13 mb** of free disk space to install Paradox 7 Runtime and the ADP 1584 diskette.

You need to install PARADOX 7 Runtime prior to installing the DMC County/Direct Provider Billing System diskette.

1. Insert the ADP 1584 County/Direct Provider diskette into appropriate drive.

2. Go to WINDOWS Program Manager:
    *   Choose *File* from the menu across the top of the screen;
    *   Choose *Run* from the options available under *File*;
    *   Type *a:\install* or *b:\install* on the Command Line (dependent upon the drive into which the diskette was inserted) and click on *OK* or press *Enter*;
    *   The following displays *Please Click on OK to Begin Installation or Cancel to Quit the Installation Process...;* Click on *OK*.

3. Press *Enter* on the next question regarding directory to store information. The Install program will then begin, and, upon completion, display *DMC Monthly Claim System - Installation Complete*. Click on *OK* or press *Enter*. The *Read me* File will then display. Click on *File* from the menu across the top of the *Read me* screen and click on *Exit*.

    The group "*DMC Monthly Claim System*" displays on your Program Manager screen. The items within this group are: **ADP 1584 Provider Load & Report Process**, **ADP 1592 Invoice Process**, and **End-of-Month Process**.

    You can minimize the group by clicking on the *Down Arrow* on the right-hand corner of the group window.

4. Remove the diskette from the drive. **PLEASE KEEP THIS DISKETTE IN A SAFE PLACE.** Do not mail diskettes back to ADP as you may need them to reload the programs in case of a problem.
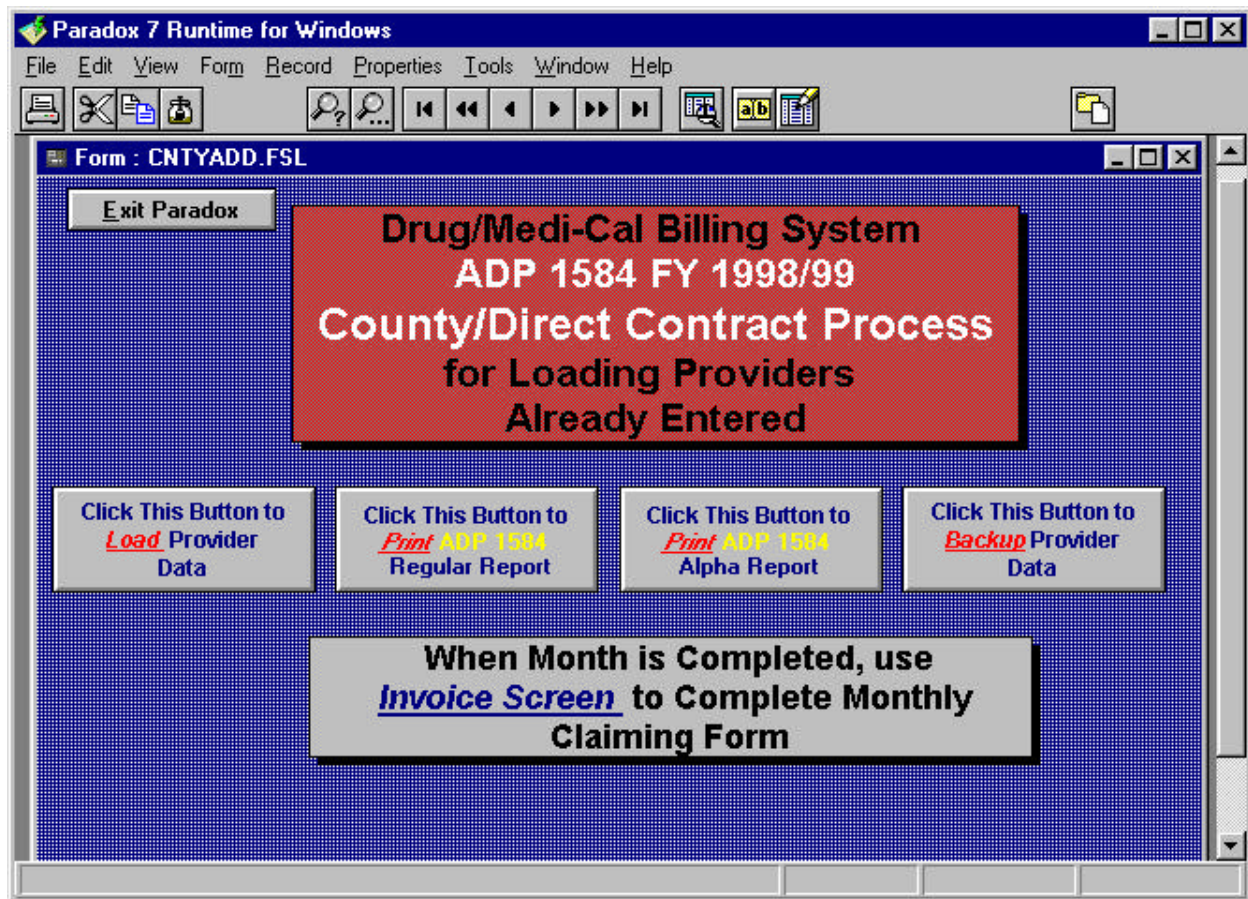
GETTING STARTED

1. Start Windows

2. Double Click with Mouse on DMC Monthly Claim System Icon

3. The following choices are available:

   - ADP 1584 Provider Load & Report Process

   - ADP 1592 Invoice Process

   - End-of-Month Process

4. Double Click with Mouse on your Choice
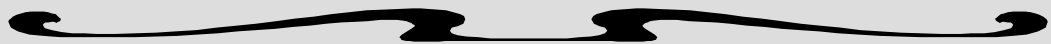
PROVIDER LOAD SCREEN

To add records from the provider diskette click on the Load Provider Data Button to add records from the provider diskette.

When the providers are loaded click on the Print ADP 1584 Report Button when the providers are loaded and the report will print.

Should you decide to backup the data prior to adding the next provider, insert a blank, formatted diskette in your diskette drive and click on the Backup Provider Data Button.

Initial Printer Set-up

Select *File* on the power bar at the top of the screen, then *Print* and *Select* shows the available printers. Printer set-ups may be modified in WINDOWS. Please refer to your WINDOWS user guide for further assistance. If at all possible, use a Laser printer.

The report is formatted for Laser printers because they produce better results.

To print the report, click on the *Print Report Button*.

Exiting Paradox

Selecting *Exit Paradox* will take you out of the ADP 1584 program and return you to the WINDOWS Program Manager.

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ADP 1592 MONTHLY CLAIM PROCESS

ADP 1592 INVOICE ENTRY SCREEN

Paradox 7 Runtime for Windows

File Edit View Form Record Properties Tools Window Help

Form : INV

[Exit Paradox]

[Return to Invoice Menu]

Monthly Claim for Drug/Medi-Cal Reimbursement
County/Direct Contract Provider
Entry Screen

Contract Type
- ◇ County
- ◇ Direct Cont.

Submission Type
- ☐ Original
- ☐ Supplemental
- ☐ Minor Consent
- ☐ EPSDT

County Code: [34]   *Sacramento*

Claim for MO YR: [07] / [98]

Direct Contract #: [   ]

Fiscal Year (e.g. 1997): [   ]

Program Code
- ◆ 20 Alc/Drug   ◇ 25 Perinatal
- ◇ 20 Minor Consent   ◇ 25 Minor Consent
- ◇ 20 EPSDT   ◇ 25 EPSDT

Batch	Provider Name	Prov. #	S F C	Units of Svs.	Amount Claimed	Patient Insurance	Patient Fees
	Chemical Dep. Ctr. for	3405	80	12	$740.76		
	Chemical Dep. Ctr. for	3405	85	10	$325.00		
	BI-VALLEY MEDICAL CLINIC,	3495	20	122	$875.56		
	Chemical Dep. Ctr. for	3405	85	16	$520.00		

1 of 2 [INVMAST.DB]

If you cannot move out of a field, click on the Delete Button to delete the information. Check that the information is correct and reenter.

Entering Revenue Data on the ADP 1592 Invoice Screen

The following fields will be taken from the loaded provider data and will appear on the entry screen:

Displayed Fields (Read Only)
County Name
County Code
Claim Month
Claim Year
Program Code
Provider Name
Provider Code
Service Function Code (SFC)
Units of Service
Amount Claimed

The following fields are displayed for you to complete:

Submission Information (Check the appropriate Boxes)
Original Submission
Supplemental Submission
Minor Consent
EPSDT
Contract Type (County or Direct Contract*)
Fiscal Year (Enter the four-digit fiscal year e.g. 1997)

Revenue by Source (All dollar amount fields)
Patient Insurance
Share of Cost
Patient Fees
Other

Adjustments (All dollar amount fields)
Site Visit
Claim Adjustment

*If Direct Contract was checked in Contract Type, you must enter the Direct Contract number.

Note: The Total Revenue & Other Adjustments and Net Claim amounts are calculated automatically and printed on the ADP 1592 Invoice Report.

A manual invoice is still required, but you can use the information from this computer-generated invoice to complete the manual invoice. When the State Controller s office approves the computer-generated invoice, we will phase out the manual invoice.

Although all the fields are not displayed when you begin the screen, as you *Tab* across, or use the *Scroll Bar/Right Arrow* on the bottom of the screen, you can display and complete all the fields.

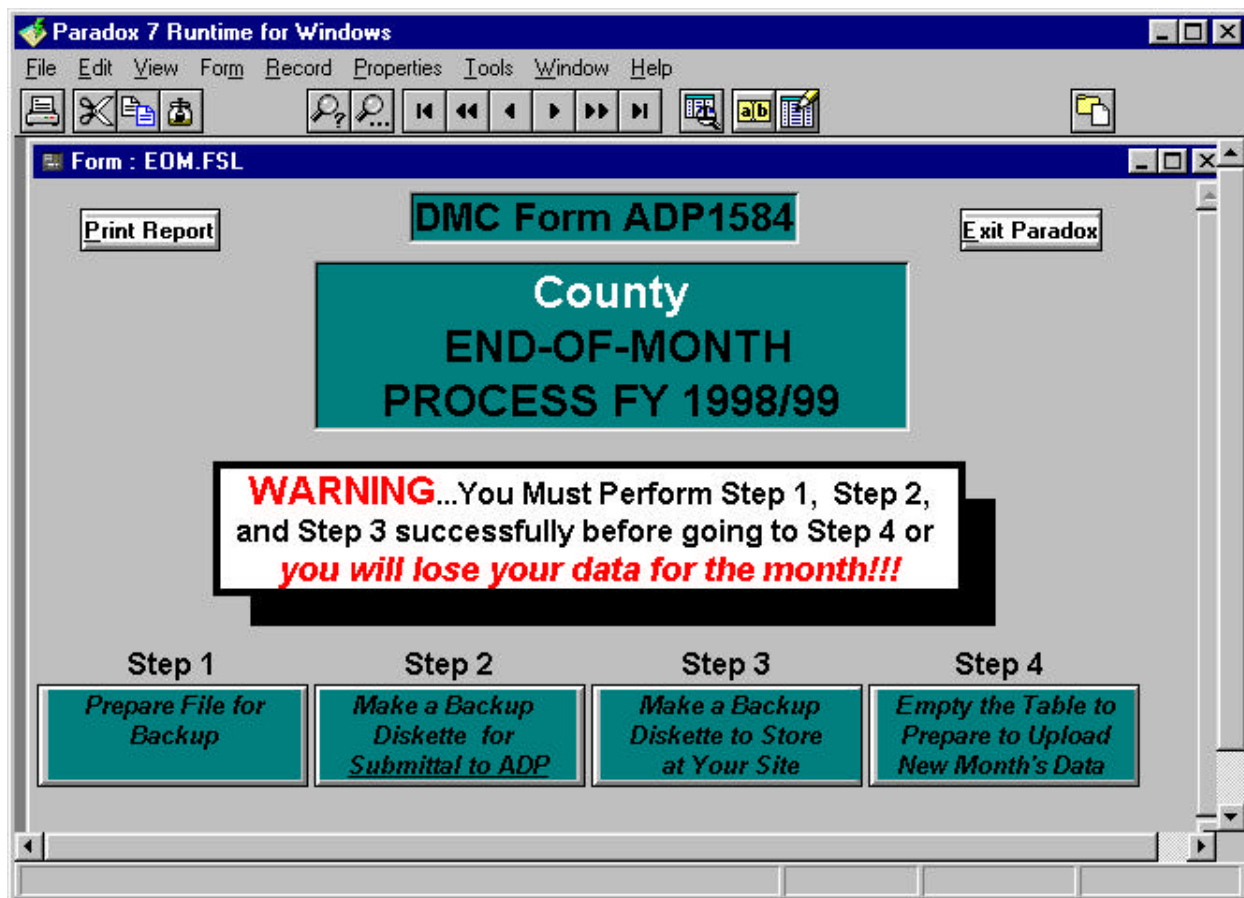### Correcting Revenue or Other Adjustment Data

To correct data simply correct the error in the field, by clicking on the field and use the **Backspace** or **Delete** key to delete incorrect data and retype.

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EXAMPLE

END-OF-MONTH SCREEN INFORMATION

WARNING…*Do not turn off the computer without exiting Paradox, as your work could be damaged !!!*

END-OF-MONTH SCREEN INFORMATION
END-OF-MONTH PROCESS

- *Step 1 - Prepare File for Backup.* (The data that is generated from month to month is stored separately and this Step combines it into one file.)

- *Step 2 - Make a Backup Diskette for Submittal.* Format a diskette and label it. Use the label format below. *(Do Not Use The Diskette Supplied by ADP with the Entry Program or any of the Runtime Diskette).*

> **DISKETTE LABEL FORMAT**
> **DRUG MEDI-CAL**
>
> **County of_____County Code:_____**
> **Program Code (20,25,MU) _____**
> **Claim Month:_____ 19____**
> **Total Dollars:_____ Tot. Claims:__ ____**
> **Type: Orig._____ Suppl._____ Resub._____**
> **Contact Name:_____**
> **Contact Phone: #:_____**
> **Direct Contract Provider #: _____**

Follow the Instructions and Backup Your Data. *Carefully read all screen messages to be sure your data was copied successfully.* **After backing the data onto the diskette, slide the write protect tab up beside the picture of the closed padlock to protect the data. When the diskette is locked, you will be able to see through both windows on the top of the diskette.**

- *Step 3 - Make a Backup Diskette for Your Files*

Format a diskette and label it. Use the label format as directed above. *(Do Not Use The Diskette Supplied by ADP with the Load Program or any of the Runtime Diskettes).*

Follow the Instructions and Backup Your Data. *Carefully read all screen messages to be sure your data was copied successfully.*

- *Step 4 - Empty the Table to Prepare to Load the New Month s Data*

When you are sure your backups were successful and you are ready to begin to enter the succeeding month s data, click on the *Empty Table Button (Step 4).*

Again, make sure your backups were successful or you will lose the data! **After backing the data onto the diskette, slide the write protect tab up beside the picture of the closed padlock to protect the data. When the diskette is locked, you will be able to see through both windows on the top of the diskette.**